

SIGN VARIANCE CHECKLIST

The following information should be included with an application for a sign variance:

1. Written authorization to pursue the variance from the owner of the property on which the sign is to be located;
2. Application fee of \$150.00 + postal cost for mailing to property owners within 200 feet of the subject property;
3. Mailing labels with name and address of property owners within 200 feet of the subject property;
4. Sign coordination plans to include, if applicable,:
 - A site plan illustrating the location of existing and proposed signs in relation to other site improvements on the property and, if required by City staff, on adjacent properties
 - Elevations of the sign(s) illustrating materials of construction, dimensions, colors, lighting, and font of letters;
 - If the sign is attached to building, the elevation shall include a composite of the sign and building;
 - Elevations depicting the size of the sign in relation to its surroundings, such as buildings, pedestrians, and traffic;
5. A 3 ½" diskette containing a .jpg, .tif, or .bmp file depicting the sign.

SIGN COORDINATION PLAN / SIGN VARIANCE APPLICATION

CITY OF FRISCO PLANNING DEPARTMENT (972) 335-5540

Subdivision Name and Project Name:

Survey Name: _____ Abstract #: _____
of Lots: _____ # of Total Acres (rounded to nearest tenth): _____

The applicant is encouraged to schedule a meeting with Planning Department staff to discuss the variance request prior to submitting an application for a sign variance.

Current Property

Owner's Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email Address: _____

Owner's Signature: _____

Applicant's

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email Address: _____

Representative's

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email Address: _____

Items to be Submitted:

- ☐ Sign Coordination Plans (see Sign Variance Checklist for a description of the plan) – 3 copies of each exhibit*
- ☐ Description of Requested Variance Form
- ☐ \$150 application fee
- ☐ Postage costs
- ☐ Mailing labels
- ☐ 3 1/2" diskette containing a .jpg, .tif, or .bmp file depicting the sign

**INCOMPLETE APPLICATIONS AND APPLICATIONS DELIVERED BY
COURIER WILL NOT BE ACCEPTED!!**

* After staff review of the sign coordination plans are complete, 10 final copies of the plans will be required if the plan is required for a variance request. Additional copies of the plans will be required should the variance be appealed to the City Council.

STATE OF TEXAS _____)(
COUNTY OF _____)(
BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant,

who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____

My Commission expires _____

Notary Public in & for the State of Texas

OFFICE USE ONLY

Location of Property: _____

Neighborhood #: _____ Receipt #: _____

This application meets the Planning Department's requirements for processing.

Signature

Date

DESCRIPTION OF REQUESTED SIGN VARIANCE

Cite the specific section of sign ordinance from which a variance is needed:

Describe the variance:

In order to approve a request for a variance, the Planning & Zoning Commission must determine that the request meets three (3) of the following four (4) criteria. Please describe how the requested variance meets the following criteria.

1. The proposed sign shall not adversely impact the adjacent property (visibility, size, etc.);

2. The proposed sign shall be of a unique design or configuration;

3. The special exception is needed due to restricted area, shape, topography, or physical features that are unique to the property on which the proposed sign would be erected;

4. The special exception will substantially improve the public convenience and welfare and does not violate the intent of this Ordinance.
